



Dear prospective applicant,

Thank you for your interest in the Arcadia Public Library's Summer 2016 - Teen Volunteer program. By completing and submitting the application and attachments, you are initiating the application process to serve as a Teen Volunteer in the Children's Room for the Library's annual six-week Summer Reading Program.

In past years, Teen Volunteers have helped kids register for the program, distributed prizes to children, prepared crafts for program use, cleaned and shelved books, as well as many other varied tasks. The Teen Volunteer program has proven a wonderful opportunity for young adults to learn new skills, meet new friends, and to serve the Arcadia community.

This is a competitive process in which Children's Services staff usually accepts no more than 55 applicants each summer. Past volunteering does not guarantee placement within the current year. Volunteer appointments are based upon staff's careful evaluation of each candidate as well as the overall needs of the Summer Reading Program.

Candidates who are not selected to volunteer in the Children's Room may be considered for other summer volunteer opportunities throughout the Library. If you would like to be considered for other volunteer opportunities outside of the Children's Room, please indicate your preference(s) below:

*Please check all that apply:*

- ☐ Adult Services --- **Study Room Monitor**
- ☐ Circulation Services --- **Check Out Desk Assistant**
- ☐ Information Services --- **Computer Monitor**
- ☐ I am only interested in assisting with the Summer Reading Program in the Children's Room. Please do not consider me for the above opportunities.

Again, thank you for your interest in the Arcadia Public Library's Summer 2016 - Teen Volunteer program. We look forward to reviewing your application.

Sincerely,  
*Children's Services Staff*

Arcadia Public Library  
Jerry Broadwell Children's Room

**TEEN VOLUNTEER APPLICATION - SUMMER 2016**

Applications are due by Saturday, April 23, 2016 by 5:30 p.m.

**Late applications will not be accepted.**

You must be at least 13 years old by June 1, 2016 to qualify as a Teen Volunteer.  
The Teen Volunteer program runs for six weeks - Monday, June 20 to Saturday, July 30.  
Each volunteer will be asked to work two or more hours each week.

**PLEASE PRINT LEGIBLY**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email \_\_\_\_\_

*Please check your Email for scheduling & notifications throughout the summer volunteer program. If an email is not provided, you will be contacted by phone.*

School (in Sept.) \_\_\_\_\_ Grade (in Sept.) \_\_\_\_\_ Age \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Have you previously volunteered at the Arcadia Public Library? Yes \_\_\_\_ No \_\_\_\_

If yes, when and how long? \_\_\_\_\_

What other volunteer work (if any) have you done? (hospital, school, etc.)

\_\_\_\_\_  
\_\_\_\_\_

What work (if any) have you done for pay? (babysitting, cutting lawns, pet-sitting, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Briefly describe your hobbies, interests, and/or special skills:

\_\_\_\_\_  
\_\_\_\_\_

List any computer applications, such as Word or Excel, with which you are proficient:

\_\_\_\_\_

Why you are applying to be a Teen Volunteer?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list your other planned activities for this summer: (summer school, sports, etc.)

Are you going on vacation this summer? Yes \_\_\_\_\_ No \_\_\_\_\_ Not Sure \_\_\_\_\_  
If yes, when will you be gone? Dates: \_\_\_\_\_ to \_\_\_\_\_

Check all days/times you are available for an interview:

- ☐ Monday, May 9 at ☐ 3:30 ☐ 3:50 ☐ 4:10 ☐ 4:30 ☐ 4:50 ☐ 5:10 pm  
☐ Tuesday, May 10 at ☐ 3:30 ☐ 3:50 ☐ 4:10 ☐ 4:30 ☐ 4:50 ☐ 5:10 pm  
☐ Wednesday, May 11 at ☐ 3:30 ☐ 3:50 ☐ 4:10 ☐ 4:30 ☐ 4:50 ☐ 5:10 pm

What day and time would be your first choice? \_\_\_\_\_  
*If you are selected after the interview, you will be notified by Email or phone no later than Tuesday, May 17.*

All Teen Volunteers are required to attend a mandatory orientation session. If you are chosen, which orientation would you prefer to attend?

- ☐ Tuesday, May 24, 2016 at 6:30 pm  
☐ Saturday, May 28, 2016 at 10:30 am

A 2-hour training session is also mandatory for all Teen Volunteers. If you are selected to volunteer, you will be contacted and scheduled by Library staff to attend one of the following training sessions below based upon your summer volunteer assignment.

- Thursday, June 9, 2016 from 6:30 pm to 8:30 pm
- Saturday, June 11, 2016 from 10:30 am to 12:30 pm
- Saturday, June 18, 2016 from 10:30 am to 12:30 pm

I have read the above and understand my obligations and responsibilities.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

I have read the above and support my child as a Teen Volunteer for Summer 2016.  
(Application must be signed by parent to be accepted.)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return your completed application, weekly schedule, and signed Code of Ethics to the Arcadia Public Library Children's Room *no later than Saturday, April 23, 2016 by 5:30 p.m.*



Arcadia Public Library • 20 West Duarte Road • 626-821-5566 • [www.ArcadiaCA.gov/Library](http://www.ArcadiaCA.gov/Library)  
Monday—Thursday: 10 a.m. to 9 p.m.  
Friday and Saturday: 10 a.m. to 6 p.m.  
Sunday: Closed

*Photo Release: All participants in Library programs, events, and classes may be photographed or videotaped for Library promotional purposes.  
Notify Library staff if you prefer not to be photographed*

**Arcadia Public Library  
Jerry Broadwell Children's Room**

## TEEN VOLUNTEER WEEKLY SCHEDULE – SUMMER 2016

Please write **“YES”** in the boxes for the days/times you will be available for all six weeks of the program (June 20 – July 30).

*Your availability may affect whether or not you are selected as a Volunteer, so please complete this worksheet carefully and accurately. You may not be assigned to all of the times you indicate, but it helps with scheduling to know your availability.*

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
<b>10:00-12:00</b>	<b>10:00-12:00</b>	<b>10:00-12:00</b>	<b>10:00-12:00</b>	<b>10:00-12:00</b>	<b>10:00-12:00</b>
<b>12:00-2:00</b>	<b>12:00-2:00</b>	<b>12:00-2:00</b>	<b>12:00-2:00</b>	<b>12:00-2:00</b>	<b>12:00-2:00</b>
<b>2:00-4:00</b>	<b>2:00-4:00</b>	<b>2:00-4:00</b>	<b>2:00-4:00</b>	<b>2:00-4:00</b>	<b>2:00-4:00</b>
<b>4:00-6:30</b>	<b>4:00-6:30</b>	<b>4:00-6:30</b>	<b>4:00-6:30</b>	<b>4:00-5:45</b>	<b>4:00-5:45</b>
<b>6:30-8:45</b>	<b>6:30-8:45</b>	<b>6:30-8:45</b>	<b>6:30-8:45</b>	<b>Library Closed</b>	<b>Library Closed</b>

Please list any dates during the six weeks of the program (June 20 – July 30) when you will not be available to volunteer:

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## **Teen Volunteer Code of Ethics and Work Agreement**

I understand that as a Library Teen Volunteer at the Arcadia Public Library, I will be considered a valuable member of the Library team and will be expected to assume the responsibilities in my job description. I understand and agree to:

- Attend a mandatory Summer Reading Program volunteer orientation and training session.
- Read and follow the policies and procedures stated in the 2016 Summer Reading Program Teen Volunteer Guidelines.
- Maintain a neat and clean appearance and dress appropriately for the job I'm doing, including wearing the Teen Volunteer T-Shirt provided by the Library.
- Refrain from wearing inappropriate clothing, such as flip-flop sandals, short shorts, and midriff baring tops, while volunteering.
- Be reliable and punctual, notifying my supervisor as soon as possible if delayed or unable to keep my schedule.
- Abide by the Library's Standards of Behavior and interact with library patrons in a courteous manner.
- Give full attention to my job, which means I will not bring friends or siblings with me, nor will I use my phone or other device while volunteering.
- Be a cheerful and cooperative team player, asking staff for help when I have a problem or question, and providing suggestions as appropriate.
- Commit to a regular weekly volunteering schedule for the six weeks of the Summer Reading Program.
- Share my love of books and reading with other young people in the Library.

In return, Arcadia Public Library agrees to:

- Provide necessary training and orientation.
- Review volunteer performance, maintain volunteer records, and provide a letter attesting to volunteer's service at the end of the summer.
- Welcome volunteer as a team member in the Children's Services area of the Arcadia Public Library.

I have read the above and understand my obligations and responsibilities.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parents:** *Photographs of Teen Volunteers doing their volunteer work are often used in Library publicity. If you do not want a photograph of your child used in this way, you must advise Library staff before your child begins the program. Thank you!*



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